

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: Assistant to the Police Chief/Records Supervisor

GENERAL FUNCTION:

Under the limited supervision of the Chief of Police or designee, this position performs a wide variety of supervisory, administrative and clerical duties including: supervision of the records personnel taking, referring and handling incoming messages; maintaining manual and computer files; preparing and/or typing reports, records and correspondence; and performing other projects and duties as assigned. Position performs confidential duties for police management.

(Tasks are intended to be descriptive and not restrictive. An employee in this classification may perform any of the following duties; however, these examples do not include all of the specific tasks an employee may be expected to perform.)

Duties and Responsibilities:

1. Contributes to a positive work environment.
2. Maintains excellent public relations through communications with public and other departments and agencies. Responds courteously to inquiries, providing information within the scope of responsibility, and referring calls as appropriate to other persons/departments.
3. Types and files letters, memos and directives as prepared by the Police Department.
4. Collects and posts fees for dog control and licenses.
5. Prepares and tallies information for reports from police reports and prepares monthly and yearly statistical reports and daily statistical reports.
6. In the absence of the records clerk, acts as a receptionist for the Police Department, performing such duties as answering questions, obtaining information, providing forms, collecting fees and photocopy work.
7. Oversees the ordering of supplies and equipment for department.
8. Supervision of the records department personnel.
 - a) Participates in the recruiting and selection of records personnel.
 - b) Provides mentoring and/or coaching to records personnel.
 - c) Organize tasks, projects and routine work for delegation to records personnel.
 - d) Delegate tasks to records personnel.
 - e) Monitor and evaluate performance of records personnel.
 - f) Develop work schedules for records personnel.

9. Oversees the daily operation of the Records division, assisting personnel as necessary.
 - a) Data entry into various databases from officer reports, citations, and daily bulletins.
 - b) Retrieval of information from databases for officers, the public and other agencies.
 - c) Distribution of data to appropriate agencies.
 - d) Processing of public records requests.
 - e) Assist in development of policies and procedures pertaining to police records.
10. Assists management personnel in the development and maintenance of the department budget.
 - a) Prepares bills for payment.
 - b) Monitors budgetary items and provides monthly budget reports to management personnel.
 - c) Appraises management personnel of areas of concern.
 - d) Assists management personnel with preparation of department budget.
 - e) Creates and processes purchase orders as needed for capital outlay items.
11. Maintains training records for all personnel authorized to access LEDS/NCIC/DMV files. Maintains re-certification records for personnel as required by LEDS/NCIC policy.
12. Supports management personnel in the administration of grant monies.
13. Maintains payroll records.
 - a) Verifies accuracy of employee time sheets prior to submission to finance.
 - b) Provides payroll information to management personnel, when required.
14. Serves as confidential secretary to Police Chief. Includes review and distribution of incoming mail; typing correspondence and reports; and maintaining filing systems. Screens and refers calls and arranges appointments as directed.

SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)

1) Job Preparation:

a) Education:

- i) The position requires a high school diploma and five (5) years of successful experience in a position of increasing responsibility related to office administration and supervision.

b) Training:

- i) Any other satisfactory equivalent combination of experience and training which ensures the ability to perform the work as determined by the hiring authority may be substituted for the above. The position requires the ability and skill to communicate effectively with a wide variety of individuals.
- ii) The knowledge, skill and ability to interpret policies, laws and regulations are required.
- iii) The knowledge, skill and ability to utilize word processing, spreadsheet and database software, as well as applications designed specifically for law enforcement and finance.
- iv) Position requires LEDS certification.

2) Supervision:

Received: Works under the limited supervision of the Police Chief or designees. Work is performed independently with management providing general direction and indirect supervision.

Exercised: Direct supervision is provided to the records personnel, Assistant to the Captains and the Property/Evidence Technician.

3) Communication:

This position requires frequent and often complex communication with city staff, employees and the general public. From time to time, this position communicates with agencies and organizations outside the city organization.

The purpose of the contacts includes providing and receiving information to groups and requesting information from other organizations.

4) Cognitive Functions:

Knowledge of office and clerical methods, practices and procedures. Knowledge of business English, spelling, punctuation, and arithmetic. Skill in typing accurately. Ability to understand oral and written instructions. Ability to speak clearly in a clear voice and to use good diction. Ability to learn to operate office equipment such as copy machine, adding machine, postage machine, etc. Ability to supervise and give orders and directions. Ability to work with other agencies, officials, and employees, and to deal courteously with the general public. Supervision is indirect. Goals, projects and issues are discussed and assigned. The employee is responsible for developing and implementing a suitable approach.

Written guidelines and policies (personnel policies, contracts, vehicle and criminal codes) are available. They are frequently general in nature and require significant interpretation.

5) Working Conditions:

Work occurs at the West Linn Police Department and at other offices from time to time. Work occurs during work hours with infrequent night meetings.

6) Resource Accountability:

This position designs and implements various procedures relating to multiple levels of record keeping. This position is required to operate and perform routine "user" level maintenance of general office equipment.

Oversees the procurement of supplies for the department.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change

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